



ADVANCED FACILITATION SKILLS

Online

This course is designed for people transitioning into supervisory and other leadership positions within an organisation and will provide the fundamental skills, tools and techniques to lead. Critical analyses and case study activities are featured throughout this course.

COURSE OUTLINE

WELCOME and INTRODUCTIONS
TRANSITIONING to LEAD
Dealing with what was
Role expectations
Learning to lead, leading by example
MANAGERS and LEADERS
Managers vs leaders
Leadership styles
Situational leadership
THE ABILITY to PLAN
Developing plans
Setting goals and strategies
MANAGING PEOPLE and TEAMS
Managing up, down and across
Communication and motivation
How teams operate, getting the most out of teams
Dealing with conflict
MAKING DECISIONS
Learning from mistakes
Weighing up the facts
Decision-making tools and techniques
Continuous improvement techniques
LEADING LIKE a LEADER
Learning to lead, and communicating as a leader
Reflection.

FEE - \$200.00 per person

Tasmanian Training Institute - ABN 62 925 887 419

www.tastraining.com.au